



Sole Source Justification Request Form

Use this form for Purchases exceeding \$10,000 for goods, and \$60,000 for Professional Services. Please Print

Determination: A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without challenge, and subsequently approved and signed by the Executive Director of Purchasing.

Term: Award of Sole Source Procurement Contract will stay on file for the term of the contract. Renewal of Sole Source Procurement must be re-submitted for new term.

SECTION 1: Requestor Information

Date of Request 1/22/2016 Requisition number (if applicable) _____ Department Technology
Requestor Name Les Lokey Phone 505-830-8075 Email lokey@aps.edu

SECTION 2: Request for Details

Proposed Vendor Name Directory Solutions Group Estimated Cost 12,000 Estimated Quantity 100 hrs
Contact Person Jerry Welch Title Owner
Phone 703-827-0919 Email Address jerry.welch@dsg.expr.net
Term 8 years Web Site Address www.dsg.expr.net

SECTION 3: Description of Goods/Service to be procured (For descriptions and explanation fields, please use and attach additional pages as needed)
direct support for UnitySync product

SECTION 4: Description of unique specifications, exclusive, one of a kind characteristic of commodity/service
Writes, maintains, troubleshoots custom applications within the UnitySync product. This sync's data between Lawson and AD as well as Synergy and AD.

SECTION 5: Sole Source Considerations (Check applicable considerations)

- Vendor is the sole manufacturer and sole distributor. (Attach applicable documents)
- Exclusive Rights: Item or service under patent or copyright held by a single vendor and item or service possesses functions or capabilities critical to use. (Attach patent/copyright info.)
- Exclusive Design: Item or service possesses a unique function or capability critical in the use of the item or service and not available from any other sources. (Explain below.)
- Replacement or Compatibility of Existing Equipment: The purchase is for equipment associated with use of existing equipment where compatibility is essential for integrity of results. (Provide Manufacture and Model Number of Existing Equipment)
- Federal or state appropriation names vendor as condition of funding. (Attach copy of Grant that names vendor.)
- Renewal of support/maintenance/subscription of software, technology, or other intellectual property. (Explain below.)
- Other (Explain below)

Explanation:

Only available through Directory Solutions Group.

Requestor Signature Les Lokey Date 1/22/2016
Principal or Site Administrator [Signature] Date 1-28-16